



# Tapping Clean Energy for Rural Montana's Future

A workshop for agency, non-profit and private grant-writers

**Date: Tuesday, Nov. 16, 2010**  
**Time: 8:00 am - 5:00 pm**

**Where: MSU-Northern  
Hansler Auditorium, Havre,  
Montana**

**Cost: \$55.00 (covers coffee,  
lunch, and written materials)**

Registration is *required*.  
**Registration deadline is  
Nov. 10, 2010**

**Register Online for only \$45!**  
Go to: [www.ncat.org/meetings](http://www.ncat.org/meetings)  
**And receive a \$10 discount.**  
**Registration is Non-  
Refundable.**

OR call 800-275-6228 to register  
by phone

OR complete and mail this form  
to with a check or money order  
to:

Kim Darrah  
NCAT  
PO Box 3838  
Butte, MT 59702



**Sharpen your grant writing  
skills in the areas of energy  
efficiency and renewable  
energy**

By the close of this workshop, you will have the knowledge and skills to provide technical support for prospective applicants seeking renewable energy and energy efficiency loans, grants or rebates in rural Montana. The training will include a special focus on USDA-RD Rural Energy for America Program (REAP) grant and loan program.

## **Participants in the grant-writer training workshop will gain:**

- A better understanding of utility, state and federal rebate, loan and grant programs for energy efficiency and renewable energy development.
- A better understanding of the complexity of the REAP's and other programs' applications, including energy audit or assessment requirements.
- Educational and sample materials for use with REAP and other applications.
- Basic training in grant-writing and packaging these applications.
- The opportunity to cultivate grant writing jobs, and start a network of grant writers serving farmers, ranchers, and small business owners in Montana.
- Certification to participate in a special application preparation cost-share program.

This workshop is the first in series events designed to assist farmers, ranchers and rural businesses seeking to tap into clean energy technologies and the resources to develop them. The registration deadline is November 10. You can save \$10 by pre-registering online at [www.ncat.org/meetings](http://www.ncat.org/meetings).

This workshop is brought to you by the National Center for Appropriate Technology (NCAT) along with Harvesting Clean Energy, Opportunity Link, Montana Food and Ag Development Centers, MSU-Northern, MEDA, and the Montana Department of Agriculture in partnership with USDA Rural Development in Montana.

A draft agenda and registration form appear on the back of this notice. If you have any questions, **contact Al Kurki, 406-449-0104 or [akurki@ncat.org](mailto:akurki@ncat.org)**.

**\* This workshop for grant-writers/packagegers will be repeated in Billings after the holidays \***

## Agenda for Grant-writer /Packagers' Workshop

7:30 am: Registration

8:30 am: Welcome and Introductions

9:00 am: State Renewable Energy Loan Program

9:30 am: Northwestern Energy (NWE) Commercial Rebate Program

10:00 am: Other Utility Rebate programs

10:15 am: Break

10:45 am: Questions and Answers for morning speakers

11:00 am: Rural Energy for America (REAP)

- \*Program Overview

- \*Funding Categories

- \*Applicant Eligibility

- \*Project Eligibility

- \*Grant Funding

- \*Eligible Project Costs

NOON: LUNCH PROVIDED

12:45 pm: REAP continued

- \*REAP Simplified Application

- \*Checklist of Items Needed from Applicants

- \*REAP Application- Forms and Certifications

- \*Project Summary

- \*Self Evaluation Score

- \*Technical Report

- \*Reviewing Energy Audits/Energy Resource Assessments

- \* Pulling Together Project Costs and Budget – Sources and Uses of Funds

- \*Calculating Payback

- \*Calculating Return on Investment

2:15 pm: Break

2:30 pm: Putting it all together: Applying for REAP and Other Funding Sources – The dirty details and other things you absolutely need to know in working with applicants. A panel presentation by applicants and experts.

3:30 pm: Case Study/ Sample proposal and grant-packager contracting details

4:30 pm: Closing remarks and evaluation

4:45 pm: Adjourn

There will be a 3-hour workshop for potential applicants on November 17th at MSU-Northern. Grant-writer applicants are welcome to stay for this event. However, the material will be a condensed version of this workshop.

## Lodging in Havre:

You can stay at the Best Western for \$77/night plus tax.

**Call: 406 265-4200** and indicate you are attending the Clean Energy workshop.

You must make your reservation **by November 1st** to get this guaranteed rate for the nights of November 15<sup>th</sup> or 16<sup>th</sup>.

AmericInn is also offering special rates for this workshop. Call 406-395-5000 for more information.

Other lodging options in Havre include the Townhouse Inn Call: 406-265-6711 for more information.

## Registration Form—Please Print

Name

Organization

Address, City,  
State, Zip Code

Phone

Email

## Method of Payment—Check One

Check

Money Order

Please list any special dietary needs:

**Sorry, I can't come to the Havre workshop, but keep me posted about the Billings workshop or any workshop you hold west of the Divide.**

Register on-line at [www.ncat.org/meetings](http://www.ncat.org/meetings) for only \$45. OR call 1-800-275-6228 to register by phone OR complete and mail this form and check or money order to:

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**Registration deadline: November 10<sup>th</sup>**



**NCAT**